

# DRUG COURT

## PROGRAM SUPERVISOR

Location: Crittenden, Union, & Webster Counties

### **Position Purpose**

Responsible for providing supervision over local drug court program and ensuring participants are complying with program requirements.

### **Examples of Duties**

- Responsible for participant intake utilizing the Addiction Severity Index assessment and other information and for preparing an individualized program plan for each participant to determine the appropriate counseling assignments and support services
- Works with community agencies to provide resources such as financial assistance, alternative housing, medical screening, educational and vocational rehabilitation, and substance abuse treatment providers
- Acts as liaison to promote the drug court program in the local community
- Also responsible for maintaining and reporting program data as required and supervisory responsibilities
- Other duties as assigned

### **Minimum Qualifications**

***Education/Certification:*** 4 year college degree in a human services field

***Required Knowledge:*** Knowledge of criminal justice system, the field of mental health, and related community resources.

***Experience Required:*** 2 years of experience with substance abuse issues; experience will substitute for education 1:1.

***Skills/Abilities:*** Must be able to deal with highly stressed people  
Basic computer skills  
Good organizational skills  
Communication skills

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*Department:*           *Drug Court*  
*Job Code:*            *908*  
*Position Grade:*     *9*  
*Entry Level Salary:* *\$2,366 monthly*

*Revised:*               *2/06*

**Federally Funded Time-Limited Full-Time Position with State Benefits**

**The Court of Justice Personnel Policies Section 6.03(2) prohibits the hiring of retired state government employees**

**Deadline:** Court of Justice Applications must be received by close of business or postmarked by **December 22, 2006**, and should be submitted to:

AOC Personnel Department  
Administrative Office of the Court  
100 Millcreek Park  
Frankfort, Kentucky 40601

**Equal Opportunity Employer**